

U.S. Embassy Rabat ✧ Human Resources Office

Vacancy Announcement

Housing and Property Coordinator

Announcement Number: 11-09

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: Housing and Property Coordinator, FSN-08*; FP-06

OPENING DATE: Thursday, March 10, 2011

CLOSING DATE: Thursday, March 24, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: \$44,737 p.a. (Starting Salary based on 40 hours)
(Position Grade: FP-06 following confirmation by Washington)

*Ordinarily Resident: Gross DH191,285 p.a. (Starting Salary based on 40 hours including allowances, competitive bonus and benefits package)
Position Grade: FSN-08

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Casablanca is seeking an individual for the Housing and Property Coordinator position.

BASIC FUNCTION OF POSITION:

Incumbent serves as the administrative assistant in charge of property management (expendable and non-expendable) and housing for the U.S. Consulate General in Casablanca. Incumbent is also the back-up to the Procurement/Shipping Assistant.

For further information, please refer to Position Description attached.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of secondary school is required.

Experience: Two to three years of progressively responsible experience in housing/leasing and property management is required.

Language: Level 4 (fluency) in French and Arabic is required. Level 3 (good working knowledge) in English is required.

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

The US Mission in Morocco provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

The department of State strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

13. BASIC FUNCTION OF POSITION

Incumbent is the administrative assistant in charge of property management (expendable and non-expendable) and housing for ConGen Casablanca. Incumbent is the back-up to the Procurement/ Shipping Assistant.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

50% REAL PROPERTY MANAGEMENT: Responsible for all aspects of residential/commercial property management, including but not limited to: finding/negotiating residential properties for official direct-hire American employees, measuring new leases to ensure compliance with FAM regulations on space allowances, preparing leases for contract officer's signature, renewing leases in a timely fashion and negotiating lease amounts to the greatest benefit of the USG, terminating leases according to the terms of the contract, and writing and submitting waivers to OBO Washington. Incumbent coordinates all make-ready and maintenance requirements for new leases with Landlords, contractors and Facilities Maintenance in Rabat. For maintenance issues under the landlord's responsibility, incumbent follows up closely to ensure that work is carried out in a timely manner, that occupants are informed of work schedules, that access is arranged with the RSO as necessary and that, should the landlord fail to perform, that the monetary value that the USG spent on the repair is deducted from the lease.

Prepares accountability documents for all leased properties, which includes maintaining post's RPA (Real Property Application) records and internal records for each leased property and the quarterly Real Estate Benchmark Initiative (REBI) reports are submitted to OBO. Prepares annual ICASS workload counts for leasing. Prepares annual market survey.

Further, the incumbent is responsible for preparing reports and spreadsheets for the Housing Board and evaluating property values before renewals. Maintains arrival/departure spreadsheet and ensures that all offices are informed of incoming/ departing employees as required. S/he renegotiates leases before new assignments are made to ensure that leases do not expire before the departure of the assigned employee. S/he coordinates with the make-ready coordinator in Rabat to ensure that make-ready schedules are coordinated with the larger make-ready team.

Incumbent also opens/ closes utility contract (water, electricity) for government leased quarters and, in this regard, serves as the immediate point of contact for FM, GSO and embassy tenants to resolve utility related problems. Verifies that all utility payments are current when new residences are acquired. Maintains procedures with FMO to ensure that invoices are correct and paid promptly. Ensures that improper or exorbitant billings are investigated and negotiated with the utility company in resolving problems. Maintains all files, contracts and correspondence associated with utilities.

30% EXPENDABLE AND NON-EXPENDABLE PROPERTY MANAGEMENT: Coordinates pre-departure inspection and inventory of residences with Facilities Maintenance and Property Management in Rabat prior to the arrival of new USG personnel. In accordance with ICASS standards, ensures that in-coming/ out-going residential furniture inventories for USDH employees provided by Property Management Rabat are signed copies are returned. Incumbent also coordinates annual office and official residence inventories with Property Management Rabat with the specific task of ensuring that Casablanca staff are informed and prepared for the inventory.

Coordinates with Embassy Rabat on property requirements and transfers, ensuring that the Property Management section in Rabat is fully aware of all changes of property in Casablanca by completing transfer sheets.

Ensures that all household furnishings and fixtures are in good working order and notes if repair or placement is needed, then coordinates with the appropriate offices (Procurement or Property Management Rabat) as needed. Is a team-member of the make-ready crew in charge of furnishing residences and coordinating movement of furniture between properties. Coordinates the delivery of the Hospitality Kits through Embassy Rabat that are issued to incoming/ outgoing USG direct-hire personnel.

Coordinates the ordering and issuing of expendable supplies to ICASS agencies subscribed to this service through the expendable supplies service at Embassy Rabat.

20% OTHER

Supervises the laborer/ escort in the performance of his duties and schedules his work and approves leave slips. Ensures that Human Resource procedures are followed and prepared in a timely fashion, evaluations, counseling, work development plans, etc.

Operates official vehicles to carry out tasks as written above. Backs-up the shipping/ procurement assistant.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Completion of secondary school required.
- b. **Prior Work Experience:** Two to three years progressively responsible experience in housing/ leasing and property management.
- c. **Post Entry Training:** Training in DOS regulations and procedures for maintaining short-term leases. Must have word processing training and be familiar with all aspects of Windows, Excel and RPA software. Correspondence courses from FSI as designated by the Human Resources Officer will be required. Additional training will be provided through regional seminars and possible training in Washington, DC. Attendance at the FSN Housing Workshop is required. Must complete all on-line training available on ILMS Asset Management in order to use the system to find/ track items.
- d. **Language Proficiency:** Level IV (Fluent) Speaking/Reading/Writing French and Arabic and Level III (Good Working Knowledge) English is required.
- e. **Knowledge:** Office procedures, DOS regulations, local regulations concerning issuance of needed documents, local housing regulations, knowledge of required document formats to properly fulfill housing and property management duties.
- f. **Skills and Abilities:**
Level II typing in English; ability and experience using MS Word, Excel and Access computer programs. A current local drivers license is required. Incumbent must have strong negotiation skills in order to negotiate with landlords and agents for the benefit of the US Government.

16. POSITION ELEMENTS

- a. **Supervision Received:** This position is directly supervised by the Management Officer.
- b. **Available Guidelines:** 6 FAM, 14 FAM, 15 FAMSTR, GSO procedures, FAR, DOSAR, and local regulations.
- c. **Exercise of Judgment:** Must exercise good judgment in performing supervisor's instructions and in the proper maintenance of contacts with government officials.
- d. **Authority to Make Commitments:** No authority to make commitments without prior approval of the Management Officer. However, the incumbent must be able to negotiate with landlords and agents to the benefit of the US Government.
- e. **Nature, Level and Purpose of Contacts:** Working level contacts with landlords, maintenance staff, contractors, and government ministries offices.
- f. **Supervision Exercised:** The incumbent supervises one laborer/ escort.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position:** One year, depending on the availability of required training.